

Services provided include: Flood Zone and Geologic Hazard Zone information and clearances; Sewage fee calculations for Building permits; issuance of Sewer Lateral connection permit; and issuance of Encroachment permits for private work in the public right-of-way.

Public Works permits required for new development are submitted to the Public Works Project Engineer on the 3rd floor. A Public Works Project Engineer is assigned during the Planning phase of a project and is the single point of contact for all Public Works permits and issues during the life of the project. The Planning land use permit will identify the Public Works permits and requirements needed to implement the project. These permits will need to be reviewed and approved prior to the issuance of Building permits. The list of potential Public Works permits includes: Grading Permit, Subdivision Map, Public Improvement Plan, Private Street Plan, Utility Permit, and Street Vacation.

### **Fire Services**

Fire services include plan review for all new buildings, tenant improvements, and building expansions. Fire plan review addresses building life safety, fire protection systems, and hazardous materials safety requirements. For new buildings, fire department access, fire flow and hydrant locations will be verified for compliance. For building life safety plan review, regular and premium services are offered in conjunction with the Building Services. For fire protection and hazardous materials systems, regular and express plan review services are offered. Express plan review is conducted by appointment only.

For more information  
call (408) 535-3555



# Development Services for Commercial/ Industrial, Multiple Family Residential and Subdivision Projects

(2nd Floor)

City of San Jose  
Development Services Center  
200 E. Santa Clara Street  
San Jose, CA 95113  
(408) 535-3555  
[www.sanjoseca.gov](http://www.sanjoseca.gov)

## DEVELOPMENT SERVICES

### Commercial/Industrial, Multiple-Family Residential and Subdivision Projects

Development Services Counter encompasses the first two floors of the City Hall Tower. Development Services for all Single-Family Residential projects are provided on the first floor. All Non-residential services are provided on the 2nd floor.

The second floor of the Development Services Center provides services for all commercial/industrial, multiple-family residential and subdivision projects. Services are provided by Planning, Building, Public Works, and Fire. Customers can acquire information, submit applications, pay permit fees, and obtain permits during regular business hours. Appointments are required for submittal of project applications in order to provide the best possible services to our customers. Development Services self-service stations are also available on the first floor of the Development Services Center.

Contact Development Services at (408) 535-3555 for general Development Services information, zoning and planning information, and scheduling for Development Services appointments.

### Planning Services

Public information services include General Plan, zoning and development regulations, other land use information, preliminary review, parking analysis, public inquiries and letters, and submittal of development applications.

Applications for these projects may include: General Plan Amendments, Conventional Zoning, Planned Development Zoning and Permit, Site Development Permit, Conditional Use Permit, Special Use Permit, Historic Preservation Permit, Development Variance & Exception, Lot Line Adjustment, Tentative Map, Tree Removal Permit, Permit Adjustment, and Sign Adjustment.

### Building Services

Building Plan Review is required for most types of construction projects as condition of permit issuance. Permits can be issued after approval of Plan Review. Tenant improvement permits can be issued after approval of Express Plan Review, and simple building and sub-trade permits can be issued over the counter.

Simple Permits, which do not require plan review, can be issued at the counter. Such permits include, but are not limited to, reroofs, water heater replacement, electrical service upgrade, and exhaust fan installation. Most simple permits can also be obtained online, at [www.sjpermits.org](http://www.sjpermits.org).

### Building Plan Review Services

Plan Review services include Regular Plan Review services and the following premium services at an additional fee: Expedited Plan Review, Coordinated Plan Review, and Express Plan Review.

Regular Plan Review service is for projects requiring substantive review. Typically these are projects that do not qualify for Express Plan Review.

Expedited Plan Check is for projects that do not qualify for Express Plan Review and are of sufficient quality and completeness to qualify for the expedited review process (if adequate staffing is available). Expedited review processing is typically completed in half the regular review time. You may request this option when submitting for plan review.

Coordinated Plan Review brings together staff from Building, Planning, Fire, Public Works, Office of Economic Development and Redevelopment Agency in a seamless review process. This process ensures consistency of review comments and saves a significant amount of time. If your project has accelerated time lines and needs coordinated City development review, please call to arrange an appointment.

Express Plan Review is provided in a prescheduled one-hour appointment. Tenant improvements and minor alterations that do not have engineering calculations and are office or retail uses with less than 10,000 sq. ft. may qualify. Other small uses may qualify as well.

For complete details and a list of criteria, see Handout 2-5 for building and 2-6 for sub-trade work available at [www.sanjoseca.gov/building](http://www.sanjoseca.gov/building).

### Public Works

Public information, clearance for Building permits and minor Public Works permits for commercial and industrial projects not requiring Planning approval are provided on the 2nd floor of the Development Services Center.